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March 03, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

15 March 10, 2015

PATRICK O'QUINN
ACTING EXECUTIVE OFFICER

**AUTHORIZATION TO EXECUTE A NEW CONTRACT WITH COACHMAN MOORE &
ASSOCIATES FOR THE PROVISION OF SEXUALLY TRANSMITTED DISEASE PREVENTION
COMMUNITY ENGAGEMENT SERVICES EFFECTIVE UPON EXECUTION THROUGH
DECEMBER 31, 2017
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Provide authorization to execute a new contract with Coachman Moore & Associates for the provision of Sexually Transmitted Disease Prevention Community Engagement Services in South Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Interim Director of the Department of Public Health (DPH), or her designee, to execute a Sexually Transmitted Disease (STD) Prevention Community Engagement (SPCE) contract, with Coachman Moore & Associates, selected through a competitive solicitation process, effective upon execution but no sooner than date of Board approval through December 31, 2017, at a total maximum obligation estimated not to exceed \$990,000 consisting of \$330,000 for the period date of execution through December 31, 2015; \$330,000 for the period January 1, 2016 through December 31, 2016; and \$330,000 for the period January 1, 2017 through December 31, 2017, funded by the Centers for Disease Control and Prevention (CDC) and net County cost (NCC), subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).
2. Delegate authority to the Interim Director of DPH, or her designee, to execute amendments to the contract that extend the term through June 30, 2019; adjust the term through December 31, 2019;

allow the rollover of unspent contract funds; and/or provide an increase or decrease in funding up to 25 percent above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and the CEO.

3. Delegate authority to the Interim Director of DPH, or her designee, to execute change notices to the contract that authorize modifications to or within budget categories, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow DPH to execute a contract with Coachman Moore & Associates to provide SPCE services in South Los Angeles (South LA) in Los Angeles County's (County) Second Supervisorial District (SD2). These services are needed to address the disproportionate burden of STDs among young African American men and women in South LA, primarily concentrated in SD2. High levels of poverty, social disparities, and STDs require innovative, multi-pronged approaches that intervene at the individual, community, and systems level. Of the total County population, 23 percent of all County residents (2,006,675) reside in SD2, including a total adolescent population estimated at 454,095. The average high school dropout rate is estimated at 8.3 percent; 44.8 percent of residents have less than a high school education and 18.4 percent are unemployed. Additionally, 26.4 percent of the SD2 population is uninsured, and 9,375 are estimated to be homeless. The prevention and control of STDs is particularly acute in SD2, where the rates of GC and CT among African American adolescents and young adults ages 15-24 are approximately two times higher than in any other area of the County.

DPH's Division of HIV and STD Programs (DHSP) seeks to prevent and control the spread of STDs, including HIV, in high burden geographic areas – including South LA. Through its locally and federally-funded project, "A Community-Driven STD Prevention and Control Initiative: Promoting Healthy Lifestyles in South Los Angeles through a Socio-Ecological Framework," DHSP strives to support practices and promote policies that enhance the sexual health of South LA residents in the context of broader physical, emotional, mental, and social well-being. To accomplish this, DHSP closely collaborates with community-based groups, other governmental agencies, private organizations, advocates, and communities affected by HIV and STDs.

As a new phase of the project, funds will be used to expand and implement the community-driven prevention and control initiative for STDs in South LA through a community engagement process. Activities include, but are not limited to: 1) providing logistical support and guidance to a community planning coalition and implementation of the community-led strategic plan; 2) conducting meetings to help build partnerships among public health departments, key stakeholders, private sector providers, community members, faith leaders, researchers etc.; and 3) developing marketing tools to use among African American men, women, and especially youth to help improve their sexual health in South LA.

Specifically, Coachman Moore & Associates will provide community engagement services to: 1) build genuine partnerships among government public health departments, affected communities, and researchers; and 2) implement behavior-specific socio-ecologic models at the individual, family, peer, neighborhood, institutional, and systems level. DHSP will fund one agency to conduct STD prevention activities that target social factors influencing health; promote sexual health (e.g, healthy

relationships; physical, mental, and social well-being, etc.); and foster primary prevention of STDs (e.g., condom use, substance abuse, etc.).

Coachman Moore & Associates will work with the South LA Community Advisory Coalition (CAC) to address the high rates of STDs among African American youth and young adults ages 12-25 in this area. Although all STDs, including HIV, affect this area and aforementioned target populations, this program will primarily focus on the prevention of the two most prevalent STDs in South LA: gonorrhea (GC) and chlamydia (CT). Coachman Moore & Associates and the South LA CAC will also work closely with the County's Commission on HIV to plan and implement prevention efforts for HIV. Although there is an emphasis placed on combating GC and CT, program planning and implementation activities of the CAC will ultimately address all STDs, including HIV.

Approval of Recommendation 2 will allow DPH to execute amendments to the contract to extend and/or adjust the term of the contract; rollover unspent funds; and/or increase or decrease funding up to 25 percent above or below the annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary. This recommended action will enable DPH to amend the contract to adjust the term for a period of up to six months beyond the expiration date. Such amendments will only be executed if and when there is an unanticipated extension of the term of the applicable grant funding to allow additional time to complete services and utilize grant funding. This authority is being requested to enhance DPH's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

Recommendation 2 will also enable DPH to amend the contract to allow for the provision of additional units of funded services that are above the service level identified in the current contract and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the executed contract, the County may determine that the contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated. This recommendation has no impact on net County cost. Given that this is a community-led pilot project, there is a strong possibility that there may be a need to expand and/or enhance services based on community stakeholder discussions and/or County or project need. Therefore, it may be necessary to increase funds to the agency to support additional staff or operating expenses that are currently unforeseen.

Approval of Recommendation 3 will authorize DPH to execute change notices to the contract that authorize modifications to or within budget categories, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

Implementation of Strategic Plan Goals

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The estimated total maximum obligation for this contract is an amount estimated not to exceed \$990,000 consisting of \$330,000 for the period of date of Board approval through December 31, 2015; \$330,000 for the period of January 1, 2016 through December 31, 2016; and \$330,000 for the

period of January 1, 2017 through December 31, 2017, funded by the CDC and NCC.

Funding is included in DPH's fiscal year (FY) 2014-15 Final Adopted Budget and will be included in future FYs, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As required under Board Policy 5.120, your Board was notified on December 26, 2014 of DPH's request to increase or decrease funding up to 25 percent above or below the annual base maximum obligation. A 10 percent delegated authority will not allow sufficient flexibility to increase funding to the agency to support additional staff or operating expenses that are currently unforeseen in order to meet the scope of the project, which could result in the need for multiple Board approvals.

Attachment A is the Web posting of the contracting opportunity announcement on the County website.

CONTRACTING PROCESS

On December 1, 2014, DPH released an Invitation For Bids (IFB) to solicit SPCE services in South LA. The Intent to Release an IFB was posted on the County of Los Angeles Online Bid website and DPH's Contracts and Grants website. Additionally, notices regarding the release of the IFB were sent to the vendors listed in DPH's internal list for these services.

In response to the IFB, one bid was received by the December 29, 2014 due date. DPH completed the evaluation in accordance with the Evaluation Methodology for Proposals - Policy 5.054 approved by your Board on March 31, 2009 and the IFB solicitation process. The successful bidder, Coachman Moore & Associates, met all requirements and submitted the lowest cost bid.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

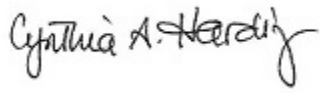
Approval of the recommended actions will allow DPH to award a new contract for the provision of SPCE services to address the disproportionate burden of STDs among young African American men and women in South LA.

The Honorable Board of Supervisors

3/3/2015

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Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia A. Harding".

Cynthia A. Harding, M.P.H.

Interim Director

CAH:pn

BL#03162

Enclosures

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors

Award information has not been added at this time.

Bid Information

Bid Number : 2014-004

Bid Title : Invitation for Bids (IFB) for Sexually Transmitted Disease (STD) Prevention Community Engagement Services in South Los Angeles

Bid Type : Service

Department : Department of Public Health

Commodity : HEALTH CARE MANAGEMENT SERVICES

Open Date : 12/1/2014

Closing Date : 12/29/2014 4:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : N/A

Bid Download : [Available](#)

Bid Description : County of Los Angeles Department of Public Health Division of HIV and STD Programs is issuing an IFB to solicit bids to award a single contract to a qualified organization or entity to provide STD Prevention Community Engagement Services in South Los Angeles. These services are needed to address the disproportionate burden of STDs among young African American men and women in South Los Angeles, primarily concentrated in the Second Supervisorial District. Bids are due MONDAY, DECEMBER 29, 2014 by 4:00 p.m. PT. Electronic copies of the IFB and Addendum(s) can be obtained via the following County of Los Angeles website: <http://publichealth.lacounty.gov/cg/index.htm> under the "DPH OPEN SOLICITATIONS" heading.

Contact Name : Patricia Nwaekeke

Contact Phone# : (000) 000-0000

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